



**CONNECTICUT STATE COLLEGES & UNIVERSITIES
BOARD OF REGENTS FOR HIGHER EDUCATION
JOB OPPORTUNITY
April 4, 2014**

ASSOCIATE DIRECTOR OF EMPLOYEE & LABOR RELATIONS

Open To: The Public

Location: 61 Woodland Street, Hartford, CT

Hours: Full-Time, 40 hours/week

Salary Group/Class: Admin. 4 (*hiring* range \$78,415 - \$102,528 commensurate with experience)

Closing Date: April 18, 2014

General Definition:

Reporting to the Director of Employee and Labor Relations, the Associate Director of Employee and Labor Relations serves as a senior administrative official responsible for management of a broad range of professional human resource and labor relations functions in a complex, unionized, public sector employment environment. This position performs a full range of human resource management services such as employment and recruiting, labor contract administration, employee relations, compensation and benefits administration, and classification for staff stationed at the System Office, as well as provide advice, counsel and assistance to campus human resources administrators.

Essential Duties:

Assist in the development, coordination and implementation of human resources policy, practice and programs in the System Office and for the ConnSCU institutions.

- Perform research in support of key management actions in the areas of human resources and/or labor relations.
- Provide advice and recommendations to managers on proper human resources management practices.
- Manage and perform recruitment and employment functions for the System Office.
- Perform labor contract administration. This involves such actions as interpreting the ConnSCU collective bargaining agreements and providing advice to managers and supervisors on specific personnel actions to be taken.
- Develop, implement and/or oversee training and staff development programs for System Office employees. Provide guidance and assistance to ConnSCU institutions on mandatory employee training matters.
- Perform and direct benefits and workers compensation administration.
- Perform effective job analysis in support of classification or reclassification.
- Supervise the preparation, maintenance and safekeeping of staff personnel records.
- Provide sound advice and recommendations on the development of personnel policies and procedures for the System Office and the ConnSCU System.
- This position may supervise a number of human resource staff.

Minimum Qualifications:

Bachelor's degree in business, management, or a closely related field and a minimum of seven (7) years of related experience in human resources management, including at least three (3) of the following areas: recruitment, compensation, classification, employee relations, labor relations, training or benefits; or a comparable combination of experience and training.

Demonstrated ability to carry out the full range of professional human resource management functions in a complex, unionized, public sector employment environment. Demonstrated ability to understand, interpret, apply and advise on complex laws, regulations and collective bargaining agreements affecting human resource management, labor relations and related fields. Demonstrated ability to provide leadership and direction to others as well as to counsel employees in employment-related matters.

PC proficiency (Windows environment) and proficiency with CoreCT (PeopleSoft) are required.

Personal Attributes:

Strong interpersonal skills, ability to communicate and manage well at all levels of the organization and with staff at remote locations is essential. Strong problem solving and creative skills and the ability to exercise sound judgment and make decisions based on accurate and timely analyses. High level of integrity and dependability with strong sense of urgency and results orientation.

Preferred Qualifications:

HR experience in a higher education environment is highly desirable. Minimum of one (1) year of supervisory experience of support and/or professional staff is preferred. SCT Banner experience preferred.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position by providing appropriate references.

Application Instructions:

Please submit the following two email attachments: (1) a BOR Employment Application (available at: <http://www.ct.edu/hr/employment>) AND (2) a cover letter, resume, and contact information for three professional references **in a single Word or PDF file** to: jobs@ct.edu. Please put "Search #14-012" on the subject line of the email.

Application materials must be submitted via email on or before April 18, 2014. Incomplete or late application packages received after the deadline may be discarded.

Notice of Nondiscrimination

The Board of Regents for Higher Education does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Leah Glende, Manager of Diversity and Inclusion, 61 Woodland Street, Hartford, CT 06105, 860-723-0794.

The Board of Regents for Higher Education is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.